

**Governance Committee Minutes
Courtyard Marriott, Federal Way
November 16, 2006**

Present

Sara McQueed (Committee Chair), Leandro Razo, Alicia McRae, and Stan Fukui

Staff

Clare Billings, Linda Walling, Stephanie Benfield

Adjustments to the Agenda

Add to the Big Picture Work Plan discussion on developing a Travel Policy including travel advances.

Minutes

Alicia moved and Stan seconded to approve the November minutes as written. The motion carried.

Executive Director Evaluation Process: Reading 06-G-10

Committee members were to review and vote on the proposed timeline and evaluation form for evaluating the executive director. Clare walked members through the form.

With no concerns or needed changes, Leandro moved to approve the timeline and form as written, Stan seconded. The motion carried.

Charter Updates: Reading 06-G-11

Clare went over with members the technical fixes that need to be made to policies to have policies reflect people first language.

Number of Council meeting Discussion: Reading 06-G-12

Committee members were presented with data on how often other state's DD Councils meet.

- 92% of the states meet less than Washington State.
- Some of the states that quarterly meetings have workgroup and committee meetings that meet on day not connected to the full council meeting.
- 60% of the councils have a "retreat" meeting once a year.
- 30% of the councils have a meeting at night.

Alicia asked what are the next steps? This is the initial review of information, and committee members can make recommendations, that would go forward to the Membership committee. Staff will put together a couple of scenarios with fiscal information/ impacts included.

Sara mentioned that the SeaTac/ Seattle area is a more central location than the Federal Way hotels for holding Council meetings.

Clare noted some of the Councils meeting less frequently also combine the functions of the Governance and Membership committees. She will see if there is another Council that has recently made a change to meet less often, and get information and recommendations about their experiences.

Sara recommended that the Council's web site and email addresses of staff should be printed on agendas.

Review Designated State Agency Discussion (DSA): Reading 06-G-13

The DSA, Community Trade and Economic Development (CTED), did provide the State Plan Assurances in a timely manner.

CTED is providing support services, fiscal and budget support, personnel and other administrative support. CTED staff does a good job. CTED provides the required maintenance of effort in non federal share to the federal grant.

We have a memorandum of understanding (MOU) with CTED that is very outdated. Stan commented that the committee members should conduct a due diligence review of the DSA's MOU, and look into other options and costs associated. Clare will bring the existing MOU to the January meeting.

Clare went over the big picture work plan.

January Meeting Agenda Items

- Policy 404
- Discuss developing voting guidelines for Agency representatives.
- Annual review of the Council's performance.
- Fiscal impacts, the MOU, and executive order review and update.